



LEICESTERSHIRE & RUTLAND AMATEUR SWIMMING ASSOCIATION

Minutes of Meeting held on Tuesday 13th January 2026

Present: Ursula Beck, Alan King, Angela Lake, Judy Leader, Lee Smith, Ron Brewin, John Michael, Stacie Currie, Val Dunton, Trevor Hinks, Emma Redwood, Helen Bickerstaff, Matt Graham Brown, Paul Sippitt and Sam Winter

01/26: Apologies: Geoff Robillard, Gez McLoughlin, Sue Wainscot,
Others who did not attend: Jenny Baldwin, Tom Whitmore and Chris Perkins.

02/26: Confirmation of the Minutes of the meeting held on Tuesday 11th November 2025:
The minutes held on 11th November 2025 were proposed by Trevor and seconded by Stacey as being a true record. All present in favour.

Ursula said for their information they had also received a copy of the Annual General Minutes 2025. These would now be posted on the website for information with “subject to ratification” on them. Also, Ursula asked Judy if she would be kind enough to add the Annual Report 2025 to the website as well.

03/26: Matters Arising from the meeting held on 11th November 2025:
None.

04/26 Secretary Correspondence; Angela mentioned that an email was sent out to all clubs requesting availability for Chair and Head Coach meeting, responses have been received from: Sharks (Linsey), Neptune (Lee Geraghty) and Melton (Emma Redwood). Ursula asked the delegates to go back to their clubs to remind their Chair and Coach regarding this invite. It was important that we spoke to each club on an individual basis to listen to their comments regarding the Col/LASA pathway and the possible update of the MoU. It was agreed to resend the email, with Stacey, Val, and Paul requesting copies so their chairs and coaches could address it.

05/26: Acceptance of Records. Trevor submitted 6 records, all at Ponds Forge, both swimmers swimming for Loughborough University. All records accepted.

LASA County Record Applications Submission for Committee Meeting 13th January 2026

Age Group	Event	Course	Name	Date Achieved	Time achieved	Venue	Competition	Evidence checked?	Date received	Current record	Difference	Cheque Value	Cheque Number	Rati-fied?
Mens	800m Freestyle	SC	Sean McCann	14/12/2025	07:47.32	Sheffield	SE National Winter Championships	Y	22/12/2025	07:51.62	00:04.30	£15.00		
Mens	100m Individual Medley	SC	Alex Casey	11/12/2025	00:53.93	Sheffield	SE National Winter Championships	Y	29/12/2025	00:54.25	00:00.32	£15.00		
Mens	100m Breaststroke	SC	Alex Casey	11/12/2025	00:59.56	Sheffield	SE National Winter Championships	Y	29/12/2025	00:59.61	00:00.05	£15.00		
Mens	200m Breaststroke	SC	Alex Casey	12/12/2025	02:08.99	Sheffield	SE National Winter Championships	Y	29/12/2025	02:09.26	00:00.27	£15.00		
Mens	100m Backstroke	SC	Alex Casey	13/12/2025	00:52.31	Sheffield	SE National Winter Championships	Y	29/12/2025	00:53.35	00:01.04	£15.00		
Mens	100m Backstroke	SC	Alex Casey	13/12/2025	00:51.96	Sheffield	SE National Winter Championships	Y	29/12/2025	00:52.31	00:00.35	£15.00		

Report attached to appendix.

a. Treasurer report - Judy

Judy discussed the Treasurers report, which covers November and December 2025, a point to note, there has been a technical interface issue between Pandle and the bank, so some transactions are missing, Judy is awaiting an update from Pandle to rectify the issue.

The expenses are all down to Young Teams, the 3rd and 4th Swim Camps, accountancy fees for inspecting the accounts prior to the AGMJ or getting ready for Counties, 2 new, refurbished laptops for Sportsys and AOE have also been purchased. Full details of expenses can be seen on the attached accounts.

Money was moved from the deposit account to the current account to cover expenses. As of today, all Age Group invoices have been issued to the Club Treasurer, Judy requested that the LASA representatives please nudge clubs to pay invoices as soon as possible.

Report attached to appendix.

b. East Midland Report – Ursula

Ursula said that there was nothing to report from the Board meeting that had been held on Saturday 10th January 2025.

Ursula asked delegates to inform their clubs that Swim England's safeguarding refresher training is only for those who have already completed the full SE safeguarding course and does not substitute for the full course. It had come to light that several club members were thinking that the refresher course could be taken in place of the full course.

A reminder that all club memberships need to be completed by the end of January to ensure that there are no issues with membership for the coming year.

Helen Bickerstaff will be at the County Championships on Saturday, 24th January. If anyone from the clubs wishes to speak with her about anything, please reach out to Helen directly. Helen mentioned that Swim England, Nationally have gone through a big re-structure, therefore there may be a delay in responses when contacting Swim England. Helen will be our support in the short term for any queries.

c. Events report –Sue and Jenny

Swimming Activity Update – Sue

In the absence of Sue, Ursula said congratulations to Braunstone Swimming Club who had won the Young Teams Gala at the end of November. Sue had said that it was apparent that November and the beginning of December can be a difficult time for the clubs to take part with so many other events taking place. She suggested liaising with the clubs now to see if an alternative could be found. One possibility could be to hold the event on a Sunday afternoon in either November or December when the National Arena League takes place as it would be extremely unlikely that there would be any open meets at that time.

Age Group report – Jenny

As Jenny was not present, Ursula provided the latest update on the Age Groups.

The Counties programme has been posted on the website, and 2 guidance notices will follow behind.

Judy said that Hoodies and t-shirts have been pre-ordered, however this year they don't have names on the back. There was feedback about missing names on the hoodies. Judy explained that they were not using the same supplier as in previous years for a number of reasons and the supplier they were now using did not allow for names to be printed on the back of the Sweaters and T Shirts. Because of this it had been decided to have towels with names as an alternative. An order of 200 towels has been placed, with the majority of the towels being pre-ordered. Croc charms, key rings and swim caps have also been purchased with LASA motives. Officials also have stickers available for their clip boards. All details were on the website. Ursula thanked Judy for sorting out the design and ordering the merchandise.

Accreditation passes; most have not been requested yet. Please can the LASA representatives remind coaches, chaperones, TM's etc that these must be done ahead of the weekend.

This is the link for the Counties and the first week's programme of events.

https://www.leicestershireasa.org/files/ugd/98f271_8d6c022d7f2f4eec98a5f0395a443c37.pdf

We urgently need volunteers for the Counties. Stacie mentioned that Coalville are still working through their volunteers poolside and this is needed, ahead of volunteers booking onto Sportsys. It was suggested that this may be the reason why there was a shortage of volunteers for other roles.

Officials' recruitment sessions 5 and 7 are now full, which is great. Lee will go back out again for further requests. He'd also like to offer training. Session 6 and 10 are currently low. John Michael said as schedule is now live people may be more likely to volunteer.

The Schedule of timing has been requested. Judy will get the provisional timings out, then we can re-ask for volunteers.

Presentations: Trevor asked who should receive the President and Life Member badges. He agreed to meet Jenny at Braunstone next week to hand these over.

It was confirmed that Ian Davey, East Midland Regional President will come on Sunday 25th January to Hinckley.

Volunteers do not need accreditation but require a pass.

d. City of Leicester Report

No report required this month

e. Rules revision – Paul

Paul stated that LASA will be looking at Bye Laws this year. There is a request for people to think about what can/should be added removed. It was explained that the Bye Laws could be updated at any time without them having to be presented at the AGM. They would just need approval from the Executive Committee.

f. Officials Report – Lee and Ron

Lee reported receiving an accurate update on officials as of December 17, 2025. His report compares the data from September and December. The list is accurate; Lee has sent club screenshots for status confirmation.

The main concern was that several newly qualified officials, including Stuart Mare and a few others, have not yet received their licence confirmation or licence cards. There appear to be slow responses from SE, and as Helen mentioned regarding the restructuring at SE, this may be the cause of the delays.

There has been a notable rise in J2 training participation, with Melton recently registering six new sign-ups and strong support from the club coordinators. Lee thanked everyone for support. We also now had 5 trainee referees in the County.

Congratulations to Andrew McClean Braunstone Swimming Club on the successful completion of Judge Level 2 Starter. ~~now~~ passed J2S.

Report attached to appendix.

g. Masters report – Alan

Alan is Starting the preparations for Sept 2026, logging the event with SE calendar as we need to try and get Meet into calendar ahead of any other Masters Open Meet. Entry fee revisions have been agreed to. Both David Fortescue and Fiona Conway have agreed to support the Open Meet again this year. The Risk Assessment needs to be put in place so Alan would be meeting with Geoff, currently on track for dates to be met.

Finance, sponsorship from Carter Jonas was confirmed for this year.

h. IT Report - Judy

Judy has asked that all members use the subscribe link to ensure they get up to date information from LASA. It is easy to subscribe to, just click the button on the home page. Information is only shared when it needs to be. Very useful and important for Counties as an example.

We were still without a Communication Officer and Judy asked the delegates to see if anyone in their clubs would be interested. An advert will go out again shortly.

i. Disability Report

No report for this meeting

j. Presidents Report

No report for this meeting.

k. Any other report

No further reports

07/26: Trophies:

Ursula confirmed the final results, following voting completed by the Executive Delegates.

Swimmer of Year: Female - Sophie Staham Gill, Open/Male - Jack Smith

Trevor Henson: Alex Casey

LASA Coach of Year: Jamie Black

Leicester Masters: Female - Linda Dootson and Open/Male Richard Stock

Please do not share these with the clubs, to ensure a pleasant surprise for those receiving the awards.

08/26 Appointment of:

- **Finance committee:** It was agreed that due to the changes within the constitution a Finance Committee was not required. Judy would instead call upon those requiring financial support to attend the Budget Meeting which previously had been held in August of each year but now that we have moved our AGM back a month will be held in July of each year.
- **Rules Committee:** Trevor had indicated that he did not wish to be considered for this Committee this year. Ron and Alan said they would be happy to continue. Trevor was thanked for his support whilst on the Rules Committee.

09/26 Appointment of:

- Trophy control and awards Manager:** Jenny Baldwin
- Records officer:** Trevor Hincks
- County Welfare officer:** awaiting Mary Clarke to respond (Mary has said she is happy to continue)
- Masters Swimming Committee Officer:** Alan King
- IT Manager:** Judy leader
- Officials:** Lee Smith & Ron Brewin

10/26: Dates of LASA Meetings for 2026 - 10/02/26, 10/03/26, 14/04/26, 12/05/26, 9/06/26, 14/07/26, 08/09/26, 13/10/26, 10/11/26 (AGM), 08/12/26

11/26: Any other Business accepted by the Chair:

- Judy asked for a meeting around Bursaries with Helen.

Date of next meeting 10th February, meeting finished at 19:55pm

Appendices

1. Judy - Treasurer's Report
2. Jenny – Events Manager, Age Groups
3. Sue – Swimming Activity Update
4. Alan - Masters Report
5. Lee and Ron – Officials Report
6. Trevor – Acceptance of records
7. Judy - IT

1. LASA Treasurer's Report for January 2026 Meeting

Main Points

- The financial reports attached cover the period of 1st November– 31st December 2025. At the time of writing this report there was an issue with the interface between the Accounting software (Pandle) and the Bank and therefore I have been unable to produce Balance Sheet.
- Income this period is from the door takings for Young Teams Gala entries.
- The Young Teams operated at a loss as was expected for this gala
- There have been a lot of outgoings this period, see below, and funds have been transferred between accounts to ensure there was a sufficient balance in the current account to cover those transactions.
- The Deposit process for the Loan of LASA Equipment continues to work well.
- The End of Year Accounts were inspected by Stuart Sharp, Accountant who found no issues as was reported at the AGM.
- Expenditure is attributable to the regular outgoings (COL, Workspace, software etc), and:
 - The pool hire for the Young Teams Gala.
 - The 3rd & 4th Skills Camps
 - Accountancy fees for inspecting the accounts prior to the AGM
 - Engraving of trophies and medals for Age Groups & County Championships
 - 2 new (refurbished) laptops for operating the AOE and running competitions using Sportsys,
 - 1 refurbished iPad as the source of music for playing through the recently acquired audio equipment.
- Various sundry items that will improve the performance of the AOE/Recording deck i.e. new extension leads, a new Wi-Fi dongle with pay-as-you-go, storage boxes.
- Merchandise for the Age Groups & Championships – Swim Caps and Croc Charms & Keyrings
- The Wix license which was renewed for a further 3 years
- The invoices for the Age Groups & County Championships will be issued this week.

Attached reports:

- Cash Flow for the Financial Year – showing financial year to date.
- Profit & Loss for Nov & Dec 2025 – while the report is showing a surplus, due to the funds transferred to cover the expenditure, the true position is a net Deficit, as is normal for this time in the Financial Year.
- Balance as at 31st December 2025 – It has not been possible to produce this report.
- Young Teams Gala P&L Report

2. LASA Executive meeting report from Events Manager (07/01/26)

Hope you all had a Great Christmas and wish you a very Happy New Year

- All LASA electrical equipment passed the tests on 05/01/26 so good to go for Age Groups
- A test was carried out at Braunstone LC on 06/01/26 that all our equipment for running the event was able to connect up and operate with the facilities equipment. We have purchased some new equipment since last year and just recently. Our AOE team led by Kim was happy.
- Also, to the two Simons for their assistance with the above and sorry to the C of L and their parents for the musical burst we gave you. (Another piece of equipment being tested).

- Age Groups entries have been announced- we thank the Leisure Centres (Hinckley and Braunstone) for their cooperation in working with us to not necessitate a cull of entries.
- The LASA Events Team are full on with work at present and if anyone would like to join us then please let me know at promoter@leicesterhireasa.org we have vacancies.
- Can we encourage you to volunteer please via the channels we have opened up- it is for the benefit of the swimmers at all the sessions.
- Some sessions are tight due to accepting all entries and will ask that all cooperate whilst we work our way through those sessions.
- Shortly there will be a merchandising update (as we write), but it may already be announced by the time you read this.
- We are at Hinckley LC first weekend and we will issue further details shortly.
- Look forward to meeting you all in person during the Age groups and Championships 2026

LASA Events Manager - Jenny Baldwin

3. LASA Executive January 2026 Swimming Activity Update

Young Teams:

- Congratulations to Braunstone SC who were the winners of the Young Teams Gala at the end of November.
- Thanks to Coalville SC for running this event and to all volunteers, Officials and clubs for supporting this.
- There were 7 teams competing on the night and again it was good to see Oadby & Wigston & Shepshed fielding a combined team.
- It is apparent from discussions with Clubs that the timing of this event at the end of November/beginning of December can be difficult with so many other competitions running around this time.
- It may be worth liaising with the clubs now to see if an alternative could be found. One possibility could be to hold the event on a Sunday afternoon in either November or December when the National Arena League takes place as it is extremely unlikely that any local Open Meets will be running then.
- In addition, feedback would be appreciated from Leicester Sharks & Coalville, who have run the two county team galas in 2025, to consider whether this is a system to be used moving forward with an individual club taking responsibility for an event.

Swim Clinics:

- All 4 clinics have now taken place with the last one on the 13th of December. Many thanks to all base clubs who supported the four camps and for their cooperation in nominating swimmers for each clinic in such a short time period.
- A short feedback form has been sent to all Club Coaches and information has been requested by the end of January. Once all clubs have responded the information can be collated and thoughts given to what development support can be given to club swimmers during 2026.

Sue Wainscot, LASA Executive 8.1.2026

4. Leicestershire ASA Masters Report January 2026

Happy New year everyone, I have started to prepare our Masters Entry Pack for our Leicestershire ASA Masters Meet which will be held on Sunday 13th September 2026. Entry fees per event will increase by 50p to be £7 per event. Relay team entries will increase by £1 to be £8 per event, as agreed in LASA Budget meeting and ratified in our September Executive meeting.

Also, I can confirm that our LASA Masters Meet Sponsor "Carter Jonas" has kindly agreed to sponsor our meet again this year – which is great news, as it is never guaranteed that Sponsorship will continue year on year and it is great news that they are willing to provide this for 2026.

Re Organisation of our Meet:

I can confirm that David Fortesque has agreed to run our AOE once again this year. Also, Fiona Conway has agreed to once again manage our Meet Swimmers Entries and Entry files and also arrange for the same PayPal payment system to be used for entries as before – which is great news.

I will speak with Geoff regarding our required Pool risk assessment once again. I plan to see if we can complete our initial required risk assessment document during our main Leicestershire Age Groups and Championships as all documentation and requirements remain similar for this pool and will remain similar to what we used last year.

Many Thanks, Alan King, Leicestershire ASA Masters Representative

5. Officials Report for meeting 13/01/2026

Congratulations to Andrea McGrath of Braunstone SC on the successful completion of their Judge Level 2 Starter qualification, well done.

Officials update

We have received an update on officials as of 17th December 2025. The lists being provided now seem very accurate. Below highlights the comparison to the last list published in September.

	Sep-25	Dec-25
Qualification	No. Officials	No. Officials
Referee	11	11
Referee trainee	1	6
J2 Starter	27	23
J2 Starter trainee	1	4
J2	25	23
J2 trainee	15	19
J1	55	52
J1 trainee within 11 months	25	20
J1 trainee outside 11 months	13	17*
Total	160	158

*Not included in the total as they are past their 11 months and in most cases will not complete their qualification.

The totals for each category can change quite frequently with officials starting their next level of qualification.

We also have another 3 referees that are on the mailing list by request that are not registered under Leicestershire.

Lists of officials for each club have been emailed to club coordinators on 6th January. This as a check that what I have is an accurate reflection of what they have, feedback has been positive which suggests the system is working well.

We have an increase of candidates progressing to J2 trainee using the new sign-up process, which is great to see. Club coordinators from all clubs concerned are supporting well with initial workshops for their new J2 trainee candidates, thank you for the support.

Leicestershire Age Groups & Championships 2026

Officials

A second email has been sent to County officials since the accepted entries was published, numbers for all sessions are progressing and listed below:

As of 11th January

Session	No. Qualified Officials	No. J1 Trainees	Session	No. Qualified Officials	No. J1 Trainees
Session 1	21	3	Session 7	28	0
Session 2	22	3	Session 8	22	2
Session 3	24	2	Session 9	25	4
Session 4	28	2	Session 10	19	3
Session 5	28	6	Session 11	24	3
Session 6	14	1	Session 12	22	1

Qualified official required for every role, Prefer a minimum of 24. Beneficial to have more to allow training for J2. J2S and referee.

Session 7 has now been closed with enough officials to adequately cover the session and minimising numbers poolside.

Volunteers

Role requested for Counties and number signed up:

As of 11th January

Session	Volunteers	Session	Volunteers
Session 1	5	Session 7	7
Session 2	3	Session 8	3
Session 3	2	Session 9	4
Session 4	3	Session 10	2
Session 5	3	Session 11	4
Session 6	2	Session 12	4

Requested 16 individual roles for Hinckley

Requested 15 individual roles for Braunstone

Announcer (1)

Spectator Desk (3) (2)

Accreditation Passes (2)

Poolside Marshal (4)

Medals Desk (2)

Officials Refreshments (1)

Merchandise Sales (2)

Runner (1)

Regards

Lee and Ron.

6. Acceptance of Records - Trevor

LASA County Record Applications														
Submission for Committee Meeting														
13th January 2026														
Age Group	Event	Course	Name	Date Achieved	Time achieved	Venue	Competition	Evidence checked ?	Date received	Current record	Difference	Cheque Value	Cheque Number	Ratified ?
Mens	800m Freestyle	SC	Sean McCann	12/14/2025	07:47.32	Sheffield	SE National Winter Championships	Y	12/22/2025	07:51.62	00:04.30	£15.00		
Mens	100m Individual Medley	SC	Alex Casey	12/11/2025	00:53.93	Sheffield	SE National Winter Championships	Y	12/29/2025	00:54.25	00:00.32	£15.00		
Mens	100m Breaststroke	SC	Alex Casey	12/11/2025	00:59.56	Sheffield	SE National Winter Championships	Y	12/29/2025	00:59.61	00:00.05	£15.00		
Mens	200m Breaststroke	SC	Alex Casey	12/12/2025	02:08.99	Sheffield	SE National Winter Championships	Y	12/29/2025	02:09.26	00:00.27	£15.00		
Mens	100m Backstroke	SC	Alex Casey	12/13/2025	00:52.31	Sheffield	SE National Winter Championships	Y	12/29/2025	00:53.35	00:01.04	£15.00		
Mens	100m Backstroke	SC	Alex Casey	12/13/2025	00:51.96	Sheffield	SE National Winter Championships	Y	12/29/2025	00:52.31	00:00.35	£15.00		

7. IT Report for January 2026 Exec Meeting

Equipment

The AOE laptop used at BLC belongs to BLC and is no longer reliable; the LASA laptop that was used for Sportsys has faulty ports and does not support the latest version of Windows; therefore, two new (refurbished) laptops have been purchased. One new laptop bag has been purchased as the zip on old one had broken and no longer closed. A second bag has been donated.

A refurbished Mini iPad has also been purchased in order to play music at LASA organised events, particularly at BLC.

A second SumUp machine has been purchased which will be used for the retailing of counties merchandise.

A second Wi-Fi Dongle has been purchased with an EE Pay-As-You-Go sim. A new Vodafone SIM has been purchased for the existing Dongle.

Various sundry items to improve the efficiency of the AOE/Recording Desk/Team have been purchased, such as extension leads, wireless mouse, storage boxes

Communications

The Subscriber Email system is being utilised well with the numbers of subscribers increasing after each email that goes out. However, there is still room for improvement in terms of the numbers signed up. Please can all delegates encourage their members to subscribe.

The historic issue with Instagram has been resolved and posts are items, are now posted on both Facebook and Instagram.

Communications Officer

Noone as yet has come forward to be the Communications Officer. Will all delegated please ask within their club if there is anyone willing to take on the role.